Electronic Communication Devices

Acceptable Use Guidelines
Protecting NDSU Resources

• As an employee, you are assigned an NDSU owned computer and a network account with a user ID and a password to:
  - Perform job functions
  - Do research
  - Use for educational purposes
Rationale

• Electronic Communication Devices (ECDs) are a major University Resource
  – ECDS provided by the University are vital tools for employees, faculty members, and students
  – These IT resources are not unlimited and appropriate use is important

• Misuse of ECDs may violate policies and/or laws
Acceptable Use Policy and Procedure

• AURC – Acceptable Use Review Committee
  – NDSU Procedure for Investigation of Potential Employee Violations of Acceptable Use of Electronic Communication Devices
  – ITS Equipment Seizure Report
    – www.ndsu.edu/its/security/security/acceptable_use_policy_hub/
Incidental Use

Acceptable Use Policy allows for personal use if it
• Does not interfere with work performance
• Is of nominal cost or value
• Does not create the appearance of impropriety
• Is not for political purpose
• Is not for personal commercial purpose
• Is reasonable in time, duration, and frequency
• Does not violate copyright and intellectual property laws
• Makes minimal use of hardware and software resources
Prohibited Uses

• Obscene or pornographic material
• Child pornography (criminal violation)
• Hacking
• Threatening communication
• Harassment
• Political use
Prohibited Uses

- Personal commercial use
- Fraud
- Stalking
- Invasion of privacy
- Criminal intent
- Other
Discovery of Potential Violations

- Bandwidth or network monitoring
- Complaint by supervisor, employee, or other
- Inadvertent discovery during routine service or maintenance
- Distribution of SPAM or other network abuse
- Law enforcement query or subpoena
- Open records request
- Other
Investigation Procedures

• Initial discovery of potential violation reported to NDSU IT Security Officer, Dean or Director, and Appropriate Use Review Committee (AURC)

• Possible monitoring and/or search

• Request for seizure of ECDs submitted and approved
Sanctions

• Verbal caution
• Letter of warning
• Loss of computer and/or network access
• Referral to counseling program, training, or education
• Letter of reprimand
• Suspension, with or without pay
• Termination of University career
Acceptable Computer Use Policies to become familiar with:

- North Dakota University System Computer Use Policy 1901.2
  http://www.ndus.nodak.edu/policies_procedures/ndus_policies
- NDSU 158: Acceptable use for Electronic Communication Devices
- NDSU 710: Computer and Electronic Communication Facilities
Laws and Mandates

• FERPA
• GLBA
• HIPAA
• Privacy Laws
• ND Public Records Law
If you have questions, contact:

NDSU Chief IT Security Officer:
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231-5870
Theresa.Semmens@ndsu.edu
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